

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 11-88**

**OPEN TO:** All interested candidates  
**TITLE:** AID Project Management Specialist (Education)  
**GRADE:** FSN-11 (Rs. 2,518,042 p.a. to Rs. 4,687,961 P.A.)  
**LOCATION:** ISLAMABAD

**OPENING DATE:** June 10, 2011  
**CLOSING DATE:** June 23, 2011  
**AGENCY:** USAID

**BRIEF DESCRIPTION OF DUTIES:** The AID Project Management Specialist (Education) works closely with the Senior Education Officer in developing and putting in-place an effective system for managing the USAID education program. As part of the role, the Incumbent will facilitate the short and long term technical assistance that is being planned under the program. The incumbent manages several projects in the education portfolio and design new programs. Liaises and develops good working relationship with Government of Pakistan officials.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Completion of a Postgraduate Degree in Social Sciences or Public Administration, education or related field is required.

**EXPERIENCE:** At least five to seven years' experience working in progressively responsible positions in international development agencies in the following technical areas, program/project management, education, and/or training is required. At least 5 year experience working on development issues with the Government of Pakistan universities or colleges is desirable.

**LANGUAGE:** Fluency (Level IV) English language proficiency, speaking and writing, as well as written and spoken Urdu proficiency, is required. Fluency in other regional languages is highly desirable.

**KNOWLEDGE:** Good knowledge of the concepts, principles and practices employed in development programs and human resource development is required. The incumbent must have an understanding of Pakistan's education, economic, political, social and cultural environment and the role of the Government, private and public sector, including NGOs, in addressing development objectives, priorities and issues.

**ABILITIES & SKILLS:** The incumbent possesses good knowledge of objectives in the education sector. The incumbent has comprehensive knowledge of various key Government, private sector and NGO organizations engaged in education in Pakistan. Has knowledge of Pakistan's past history of donor funded education programs, and understands why these programs, as well as the Government of Pakistan's own efforts have not produced an effective education system in Pakistan. Understands how and where to secure information that will be needed to establish and track the performance of education programs. Possess practical and analytical skills necessary to obtain data or information into concrete actions for sustained development impact and results. She/he must be able to identify and link training needs with strategic objectives/program goals. The incumbent is able to collect and use relevant education data in preparing precise and accurate reports. Prepare official documentation pertaining to the education program. High level project management, financial management, communications, and writing and interpersonal skills required.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.

6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 23, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.